

DBE Commercially Useful Function (CUF) Project Site Review

Per 49 CFR 26.55 – “A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved.”

Project Name	Project Number
Prime Contractor	DBE Subcontractor
DBE Personnel Interviewed:	

**PLEASE INTERVIEW DBE PERSONNEL AND RECORD OBSERVATIONS WHEN EACH DBE WORKS ON SITE
(ONE-TIME REQUIREMENT PER PROJECT, PER DBE).**

Management:

- ☐ DBE management/supervisors have the ability and direct contracted work.
- ☐ Operational decisions for the DBE are being made by DBE management/supervisors only.
- ☐ DBE employees are being supervised by DBE management/supervisors only.
- ☐ DBE manager/supervisor is full time and **not** affiliated with another contractor.

Workforce:

- ☐ DBE equipment is present and sufficient to perform all contracted work.
- ☐ DBE is only using equipment it owns, rents or leases.
- ☐ DBE employees work only for the DBE and do not work for another contractor.
- ☐ DBE works without sharing employees or equipment with another contractor.
- ☐ DBE employees are paid by the DBE and **not** paid by another contractor

Materials:

- ☐ DBE is using their materials/supplies to perform contracted work.
- ☐ DBE's materials/supplies were not provided by or purchased from the Prime Contractor.
- ☐ If materials/supplies were delivered, the DBE is listed on the PO as the customer (not the Prime)

Please make a note if any of the following occur. This may indicate a potential issue and require OFC follow up.

- DBE is using another contractor's equipment to perform any portion of their work.
- DBE employees are being supervised by the Prime contractor or another contractor.
- Employees working for both the Prime contractor and DBE.
- DBE taking delivery of materials/supplies from the Prime contractor (some exceptions may apply)

Does the DBE appear to be performing a Commercially Useful Function? Yes_____ No_____

Please explain any problems or concerns you may have observed. _____

Thank you for your assistance!
Please call Larisa Djuvelek-Ruggiero at (603) 271-6612 with any questions or concerns.

Printed Name of CA: _____ Signature _____ Date _____

Please email this form to Larisa.Djuvelek-Ruggiero@dot.nh.gov or scan and save a copy on the "S" Drive.